

EFT-1

Authorization Agreement for Electronic Funds Transfers

See back for instructions

Connecticut Tax Registration Number
Tax Type

Enter company name and mailing address

┌

Please Print or Type

All taxpayers must complete this section.

A CONTACTS	Primary EFT Contact Person: _____ () Telephone Number			
	Address: _____ Street City State ZIP Code			
	Secondary EFT Contact Person: _____ () Telephone Number			
	Address: _____ Street City State ZIP Code			

Payment Options - Choose one payment option

B DEBIT	Automated Clearing House (ACH) Debit Option - Complete this section only if you choose the ACH Debit Option			
	You are authorizing the Connecticut Department of Revenue Services (DRS) to present debit entries to your bank for the tax identified above. Confirm your bank account number and routing/transit number with your bank representative.			
	Bank Name: _____			
	Bank Address: _____ Street City State ZIP Code			
	Bank Account Number: _____ Bank Routing/Transit Number: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings ()			
	Print Name of Bank Representative Telephone Number			
	Taxpayer Signature (Owner, Partner, or Corporate Officer) Title Date			
	Sales and use tax, business use tax, and room occupancy tax filers only , check one of the following:			
	<input type="checkbox"/> I will use DRS Fast-File to file my tax returns and to pay any taxes due. (Taxpayers that participate in the NY/CT agreement may not use Fast-File .)			
	<input type="checkbox"/> I will use DRS Fast-File to file my tax returns and will initiate my payments using the DRS Service Bureau.			
<input type="checkbox"/> I will file paper tax returns and will initiate my payments using the DRS Service Bureau. (Voluntary EFT filers only)				
Withholding filers only , please check one of the following:				
<input type="checkbox"/> I will use DRS Fast-File to file my coupons and quarterly reconciliations and to pay any taxes due.				
<input type="checkbox"/> I will initiate my coupon payments using the DRS Service Bureau.				
C CREDIT	ACH Credit Option - Complete this section only if you choose the ACH Credit Option			
	Confirm with your bank representative that you and your bank are capable of initiating ACH credits in the required CCD+TXP format.			
	Bank Name: _____			
	Bank Address: _____ Street City State () ZIP Code			
	Print Name of Bank Representative Telephone Number			
	Taxpayer Signature (Owner, Partner, or Corporate Officer) Title Date			

EFT-1 Instructions

Section A - EFT Contacts

All taxpayers must complete this section.

EFT contact persons: Enter the name of the primary contact person. The primary contact person should be the individual responsible for the initiation of the Electronic Funds Transfer (EFT) payment. The secondary contact person should be an individual within your company.

Address: Enter the mailing address to be used for correspondence about EFT.

Telephone Number: Enter the telephone number for each EFT contact person.

Section B - ACH Debit

You may use either *Fast-File* or the DRS Service Bureau to pay your taxes electronically.

Fast-File is a convenient, secure, and paperless method to file sales and use tax returns, business use tax returns, room occupancy tax returns, or withholding tax returns either by Internet or by telephone.

Required use of *Fast-File*: If you are required to pay your sales and use taxes, business use tax, or room occupancy tax electronically, you must file your returns electronically using *Fast-File*. While you may use either *Fast-File* or the DRS Service Bureau to pay your taxes electronically, we recommend that you use *Fast-File* because *Fast-File* allows you to simultaneously file your returns and pay your taxes electronically.

Optional use of *Fast-File*: If you use *Fast-File* to pay your withholding tax electronically, you may simultaneously file your withholding tax returns electronically. You do not need to file paper **Forms CT-WH**, *Connecticut Withholding Tax Payment Form*, or **Forms CT-941**, *Connecticut Quarterly Reconciliation of Withholding*.

If you are not required to pay your sales and use taxes, business use tax, or room occupancy tax electronically, but choose to pay those taxes electronically, you may simultaneously file your sales and use tax returns, business use tax returns, or room occupancy tax returns electronically. No paper returns need be filed.

If you are voluntarily using *Fast-File*, you do not have to complete Form EFT-1 or to notify DRS of your intent to use *Fast-File*.

DRS Service Bureau: You may pay your taxes electronically by making a toll-free telephone call to the DRS Service Bureau. You may either use the touch-tone menu or speak to a Service Bureau operator to authorize the amount of the payment and the date of the transfer. Unless you are required to use *Fast-File* to file your tax returns (see **Required use of *Fast-File*** above), you may file paper returns or you may choose to use *Fast-File* to file your sales and use tax returns, business use tax returns, room occupancy tax returns, or withholding tax returns.

Bank Name: Enter the name of the bank you will use for EFT.

Bank Address: Enter the address of the bank branch you will use.

Bank Account Number: Enter the account number from which the State of Connecticut will draw debit entries.

Type of Account: Check the appropriate box to identify the type of account you will use for EFT (savings or checking).

Bank Routing/Transit number: Enter your bank's nine-digit routing/transit number.

Print Name of Bank Representative: Include the bank representative's telephone number. You must have a bank representative confirm your bank account number and routing/transit number.

Taxpayer Signature: The form must be signed by an owner, partner, or corporate officer.

This signature authorizes DRS to present debit entries to your bank for the specified tax.

Section C - ACH Credit

Filing your tax returns: Unless you are required to use *Fast-File* to file your tax returns (see **Required use of *Fast-File*** below), you may file paper returns or you may choose to use *Fast-File* to file your sales and use tax returns, business use tax returns, room occupancy tax returns, or withholding tax returns electronically.

Required use of *Fast-File*: If you are required to pay your sales and use taxes, business use tax, or room occupancy tax electronically, you must file electronically your returns using *Fast-File*. If you are registered with DRS to pay by ACH credit, you must file the return using *Fast-File* and initiate a payment through your financial institution.

Bank Name: Enter the name of the bank you will use for EFT.

Bank Address: Enter the address of the bank branch you will use.

Print Name of Bank Representative: Include the bank representative's telephone number. You must have a bank representative confirm that you and your bank are capable of initiating ACH Credit transactions in the CCD+TXP format. You may not use the ACH Credit option unless your bank can initiate transactions in this format.

Taxpayer Signature: Form must be signed by an owner, partner, or corporate officer.

Mailing Address

Complete this form and mail to:

Department of Revenue Services
State of Connecticut
PO Box 2937
Hartford CT 06104-2937

Payroll Companies and Tax Payment Services

Companies may submit a completed EFT-1 for each taxpayer, or they may submit one EFT-1 that includes the EFT contact persons, bank information, and attach a separate list with the name, Connecticut Tax Registration Number, and Federal ID Number of each taxpayer.

EFT Unit Telephone Number
860-297-4973

EFT Unit Fax Number
860-297-4761

EFT Unit E-mail Address
ct.eft@po.state.ct.us

Forms and Publications

Forms and publications are available anytime:

- **Internet:** Preview and download forms and publications from the DRS Web site at **www.drs.state.ct.us**
- **DRS TAX-FAX:** Call **860-297-5698** from the handset attached to your fax machine and select from the menu.
- **Telephone:** Call **860-297-4753** (from anywhere), or **1-800-382-9463** (in-state) and select Option 2.